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संख्या No. : एस S- 354 /752025/1/2026-Store-SGO

दिनांक Dated : 02-03-2026

Office Memorandum

Sub: Empanelment of Firms for providing various Geospatial Services- reg.

Ref: This office OM No. S-74/752025/1/2026-Store-SGO dated 07-01-2026.

With reference to this office OM cited above, kindly find attached herewith "Standard Operating Procedure (Sop) for Inviting Project-Specific Financial Bids from Empanelled Firms through CPP Portal" for information and necessary action at your end please.

Encl.: As above

Mohan Ram
02.03.2026

(MOHAN RAM)

Deputy Surveyor General (Adm)
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To:

1. All Additional SGs/Directors/Wing Incharges
2. Members of the Contract Management Committee
3. Additional SGs/DSGs of SGO
4. E-office NB/SoI Web Admin

Copy To:

Sr. PS to SGI for kind information.

**STANDARD OPERATING PROCEDURE (SOP)
FOR INVITING PROJECT-SPECIFIC FINANCIAL BIDS FROM EMPANELLED
FIRMS THROUGH CPP PORTAL**

Reference: Empanelment S-74/752025/1/2026-Store-SGO dated 14 January 2026

Reference: RFE – Technical Qualification Only Empanelment

Reference: Para V of Minutes of Review Meeting dated 15–16 January 2026
(Direction regarding effective utilization of technical empanelment)

Effective Date: _____


02.03.26

1. Background

This SOP is issued in continuation of Empanelment S-74/752025/1/2026-Store-SGO dated 14 January 2026. It operationalises project-specific financial bidding from technically empanelled firms under Rule 164 of GFR 2017.

The technical qualification of empanelled firms having been determined under the RFE and formalised through above mentioned Empanelment order, project-specific financial bidding shall not involve fresh assessment of eligibility parameters. The procuring GD / Wing may, however, obtain non-scored declarations limited to execution compliance, timeline adherence and contractual commitments.

2. Scope and Applicability

This SOP applies to all Geospatial Directorates and Wings undertaking project-specific procurement under the empanelment framework. It governs only the financial bidding stage.

3. Project Value Alignment Framework (Class-Linked Guidance)

Based on operational insights gained from earlier empanelment implementation and subsequent bidding experience, and to ensure calibrated alignment between project value and demonstrated capacity across classes, the following Class-Linked Project Value Alignment Framework is adopted as guidance for GDs while determining the minimum eligible class for project-specific bidding.

| Class | Annual average Turnover(AAT) Band as per empanelment | Indicative Project Value Capacity |
|----------|---|--|
| Class C | ₹2.5–5 Cr | ₹2 Cr |
| Class B | ₹5–10 Cr | ₹6 Cr |
| Class A | ₹10–50 Cr | ₹20 Cr |
| Class A+ | Above ₹50 Cr | Case-based Financial Bid Capacity (FBC controlled) |


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4. Class-Linked Project Capacity Alignment Mechanism

Class-Linked Project Capacity Alignment Mechanism is a structured pre-Financial bid assessment process to ensure that project size, financial exposure and execution intensity are appropriately aligned with the empanelled class, approved turnover band and demonstrated experience of firms under Empanelment. It combines class eligibility, GFR prudential proportionality, Financial Bid Capacity (FBC) verification, experience band linkage and timeline-based deployment considerations, so that projects are invited only from firms that are realistically positioned to execute them without financial or operational strain, while maintaining the finality of technical qualification already established at the empanelment stage.

Project eligibility for invitation of financial bids shall require satisfaction of all the following:

1. Compliance with Empanelment S-74/752025/1/2026-Store-SGO dated 14 January 2026, including applicable service category, State/UT coverage and class classification of firms.
2. Alignment with the Class-Linked Project Value Alignment Framework, ensuring that the estimated project value corresponds to the appropriate empanelled class.
3. GFR Prudential Proportionality Check:
Estimated Project Value $\leq 1.5 \times$ Approved Annual Average Turnover (AAT).
4. Financial Bid Capacity (FBC) Verification:
Estimated Project Value \leq Financial Bid Capacity.
5. Timeline and Deployment Intensity Consideration:
Where project timelines require concurrent multi-team deployment, seasonal compression, or high-intensity execution, the minimum eligible class may be upgraded appropriately.

Financial Bid Capacity (FBC) Formula:

$FBC = (2 \times \text{Average Annual Turnover}) - \text{Ongoing Commitments}$.


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5. CPP Portal Operational Procedure

Project-Specific Financial Bidding Procedure (CPP Portal)

Step 1: Define Project Parameters

Determine estimated project value, scope, area coverage, timeline and execution intensity requirements.

Step 2: Apply Class-Linked Project Value Alignment Framework

Identify the minimum eligible class by aligning the estimated project value with the approved class bands under Empanelment, and consider whether timeline or deployment intensity warrants class upgradation.

Step 3: Apply Capacity Alignment Checks

Confirm:

- Project Value $\leq 1.5 \times$ Approved AAT (prudential benchmark), and
- Project Value is expected to fall within Financial Bid Capacity (to be verified at award stage).

Step 4: Identify Eligible Firms

Filter empanelled firms based on:

- Service Category,
- State/UT applicability,
- Class eligibility,
- Valid CPP Portal registration status,
- No suspension/debarment.

Step 5: Create Tender on CPP Portal

Select **Limited Tender Enquiry (LTE)** mode as applicable to empanelment-based procurement.

Step 6: Select Bid Structure

Choose **Single Cover – Financial Bid only**, clearly stating that technical qualification stands concluded under Empanelment.

Step 7: Upload Tender Documents

Upload:

- Project-Specific RFP,
- BOQ,
- GCC/SCC (as applicable),


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- Execution Compliance Declaration format,
- Financial Bid Capacity Declaration format.

Step 8: Invite Eligible Firms Only

Ensure invitations are restricted strictly to firms meeting class, category and State/UT criteria.

Step 9: Open Financial Bids and Identify L1

Step 10: Verify Financial Bid Capacity (FBC) of L1 Bidder

Obtain and verify the FBC declaration of the L1 bidder before issuance of Letter of Award.

6. Clarification on Submissions at Financial Stage

At the project-specific financial bidding stage, only price-related submissions and non-scored compliance confirmations shall be sought. The following principles shall apply:

- Financial BOQ shall be mandatory.
- Execution Compliance Declaration may be obtained (non-scored).
- Financial Bid Capacity Declaration shall be obtained for verification.

The following shall not be sought or evaluated:

- Detailed technical proposals or methodologies.
- Fresh experience documentation.
- Re-submission of equipment or manpower details.
- Any form of technical scoring.


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7. Execution Compliance Declaration

(To be submitted along with Financial Bid – Non-Scored)

I/We hereby declare and confirm that:

1. We have carefully examined and understood the scope of work, deliverables, technical specifications, timelines and milestone structure as stipulated in the Project-Specific RFP.
2. We undertake to deploy adequate technical manpower, equipment, processing infrastructure and field resources necessary to complete the work within the prescribed time schedule.
3. We acknowledge and accept the Liquidated Damages (LD) provisions, performance security requirements and other contractual obligations as specified in the tender document.
4. We confirm that submission of this declaration does not constitute a fresh technical proposal and that our technical qualification stands as approved under Empanelment.

We understand that this declaration is a compliance confirmation and is not subject to scoring or comparative evaluation.

Authorised Signatory: _____

Name & Designation: _____

Firm Name: _____

Date: _____

Seal of Firm


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8. Financial Bid Capacity (FBC) Declaration

(To be submitted along with Financial Bid – For Award-Stage Verification)

I/We hereby declare the following in connection with the Project-Specific Financial Bid:

1. **Annual Average Turnover (AAT):**
₹ _____
(As accepted under Empanelment)
2. **Value of Ongoing Commitments (Unfinished Works):**
₹ _____
(Including all projects currently under execution as on date of bid submission)
3. **Financial Bid Capacity (FBC):**
FBC = (2 × AAT) – Ongoing Commitments
= ₹ _____

I/We hereby certify that:

- The above information is true and complete.
- The estimated project value does not exceed the calculated Financial Bid Capacity.
- No material information regarding ongoing commitments has been withheld.
- We understand that any misrepresentation may result in rejection of bid, cancellation of award, or action under applicable rules.

This declaration is submitted for compliance verification and shall not constitute a technical re-evaluation parameter.

Authorised Signatory: _____

Name & Designation: _____

Firm Name: _____

Date: _____

Seal of Firm


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Project Class Determination Record : To be prepared by GD's/ Wings before Inviting Project specific Financial bidding

1. Project Details

- Name of Project:
- Service Category (as per Empanelment):
- State/UT:
- Estimated Project Value:
- Scope (Area / Deliverables / Timeline):

2. Class-Linked Project Value Alignment

- Applicable Class under Empanelment:
- Confirmation that Project Value aligns with Class-Linked Project Value Alignment Framework:
- Whether any class upgradation is warranted due to timeline or deployment intensity (Yes/No).
If Yes, justification:

3. GFR Prudential Proportionality Check

- Approved AAT Band of Class:
- $1.5 \times$ AAT Benchmark:
- Confirmation that Project Value \leq Prudential Benchmark:

4. Financial Bid Capacity (FBC) Safeguard

- FBC verification to be obtained from L1 bidder prior to award (Yes/No).
- Any specific financial risk considerations identified:

5. Final Determination

Based on the above assessment, the minimum eligible class for invitation of financial bids is determined as: _____.


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